



**GRANT WOOD**  
**AREA EDUCATION AGENCY**

# PowerSchool

## *State Reporting Tips*

Statewide Data Conference 2015

# General Tips

- Start early and utilize the test window!
- Reference the 2015-2016 State Reporting Data Dictionary
- Run files from each building vs. District Office

# Building Level Files

## Comments

Use

Current School Only ▼



Students

☐ The selected 1 student only

to Include

☒ All students

Data to be  
filled

As of Date\*

MM/DD/YYYY



# Fall/Spring Submission Tips

- Use the current date when running extracts during the school year.
- Use the last day of school once the year has ended.
- Run the Refresh Premier Attendance Views Data before running extracts.
- PowerSchool version 8.0 or above are only supported.

# State Reporting Tips

- Confirm that all students have State IDs
  - Search for State\_StudentNumber=

Students	Staff	Parents
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State\_StudentNumber=

# State Reporting Tips

- Keep current with PowerSchool State Reporting Updates.
  - Next update should be released sometime on 8/14.



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# Student Enrollment Records

# Summer Transfer Process

- Students who leave the district during the summer should be transferred out using the first day of school.
  - Enrollment->Functions -> Transfer Out of School

## Enrollment

Activities

All Enrollments

Functions 

Special Programs

Transfer Info

## Functions

Print Reports For This Student

Transfer Out Of School 

Re-Enroll In School



# Summer Transfer Info Screen

## Transfer Information

Adair, Brandon 10 42841 AGHS2 Transferred Out

### Current Enrollment

Entry Date / Code		Exit Date / Code		Grade
08/24/2015	1	08/24/2015	1	10

### Previous Enrollments

Entry Date / Code		Exit Date / Code		Grade
08/20/2014	1	06/30/2015	14	9

# Enrollment Status Changes

## *During School Year*

- *Example: A student changes from Enrolled (1) to Open Enrolled In (2).*
- Process: New School Enrollment records are required for enrollment status changes during the school year. This includes IEP Level changes.
  - This will ensure that course enrollments, grades and attendance remain intact.
  - Do NOT simply adjust the Entry Code on the Transfer Info screen.

# Enrollment Status Changes

- Enrollment -> Functions -> Create New School Enrollment

The screenshot displays a web application interface for managing student enrollment. On the left is a sidebar menu with two main sections: 'Enrollment' and 'Scheduling'. The 'Enrollment' section includes links for 'Activities', 'All Enrollments', 'Functions', 'Special Programs', and 'Transfer Info'. A red arrow points to the 'Functions' link. The 'Scheduling' section includes links for 'Bell Schedule View', 'List View', 'Matrix View', 'Modify Schedule', and 'Request Management'. The main content area is titled 'Functions' with a small icon. Below the title, a student record is shown: 'Adair, Brandon', age '10', ID '42841', school 'AGHS2', and status 'Transferred Out'. A dropdown menu is open under the 'Functions' title, listing several options: 'Print Reports For This Student', 'Transfer Out Of School', 'Re-Enroll In School', 'Transfer To Another School', 'Enroll In A Class At Another School', and 'Create New School Enrollment'. A red arrow points to the 'Create New School Enrollment' option at the bottom of the dropdown.

**Enrollment**

- Activities
- All Enrollments
- Functions
- Special Programs
- Transfer Info

**Scheduling**

- Bell Schedule View
- List View
- Matrix View
- Modify Schedule
- Request Management

**Functions**

Adair, Brandon 10 42841 AGHS2 Transferred Out

**Functions**

- Print Reports For This Student
- Transfer Out Of School
- Re-Enroll In School
- Transfer To Another School
- Enroll In A Class At Another School
- Create New School Enrollment

# Enrollment Status Changes

## New School Enrollment Info

Anderson, Bailey 9 42838

AGHS2

### Exit Information

Exit Date

8/24/2015



\*

Exit Code

14 (End or Change Enrollment) ▼

### Entry Information

Entry Date

8/25/2015



\*

Entry Code

2 (Open Enrolled In) ▼

\*

Full-Time Equivalency

Full Time ▼

Grade Level

9



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# Attendance Errors & Troubleshooting

# Attendance Calculation

- Components of attendance calculation:
  1. Calendar Setup
  2. Full-Time Equivalences
  3. Attendance Conversions
  4. Attendance Codes

# 1. Calendar Setup

- Confirm that the School Calendar is setup for the entire school year.
- Verify that each school day has:
  1. Cycle Day
  2. Bell Schedule
  3. School In Session Checked
  4. Membership Value of “1”

# Calendar Setup

*Complete example:*

Date	Cycle Day	Bell Schedule	School In-Session	Membership Value
Thu, Aug 20	B Day ▼	Regular Schedule ▼	<input checked="" type="checkbox"/>	1
Fri, Aug 21	A Day ▼	Regular Schedule ▼	<input checked="" type="checkbox"/>	1



## 2. Full Time Equivalency (FTE)

- Confirm that the student has the correct FTE assigned.
  - Enrollment->Transfer Info ->Current Enrollment->Full-Time equivalency

Full-Time Equivalency

Full Time ▼

Grade Level

9 ▼

# 3. Attendance Conversions

- Attendance Conversions determine how daily/meeting attendance is calculated at each school.
  - School ->Attendance Conversions
- Period or Code conversions should be setup for each FTE.

FTE	Period	Code
Regular Day Conversion		
Full Time	Defined	1 .. 1 (NONE)
Part Time	(NONE)	(NONE)

# Conversion Values

- Verify that the values are entered correctly.
  - 1 = Full Day Present
  - .5 = 1/2 Day Absence
  - 0 = Full Day Absence

Periods Absent	Day Attendance Value
0	<input type="text" value="1"/>
1	<input type="text" value="1"/>
2	<input type="text" value="0.5"/>
3	<input type="text" value="0.5"/>
4	<input type="text" value="1"/>

# 4. Attendance Codes

- Verify the attendance codes are set up correctly for each school.

## Edit Attendance Code

Label	Value
Code	<input type="text" value="U"/>
Description	<input type="text" value="Unexcused"/>
Presence Status	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Code Categories	<input type="checkbox"/> Excused <input type="checkbox"/> Tardy <input checked="" type="checkbox"/> Unexcused
Points	<input type="text" value="2"/>
Teacher can assign	<input type="text" value="No"/>
This attendance code is considered in ADA calculations	<input checked="" type="checkbox"/>
This attendance code counts towards membership	<input checked="" type="checkbox"/>
Sort order for display	<input type="text" value="5"/>

# Refresh Premier Attendance

Any changes to FTEs, attendance codes, or conversions require you to run the Refresh Premier Attendance function.

- Special Functions ->Attendance Functions -  
>Refresh Premier Attendance Views Data

# Attendance Troubleshooting

- Verify the school Entry Date is correct.
- Verify that students course enrollment dates are not before the School Entry Date.
- Utilize the ADA/ADM by Student report  
System Reports ->System> ADA/ADM by Student

**Membership and Enrollment**

ADA/ADM by Date

ADA/ADM by Student

ADA/ADM by Minute

# Attendance Troubleshooting

	Student Number	Name	Grade (Track)	School Number	School	Entry Date	Exit Date	Membership	Attendance	Off Track Days	Days Not Enrolled
1.	2011200	Acey, Pam EF	11	100	AGHS1	06/01/2014	06/01/2015	262.00	259.50	0	0
2.	42685	Ackerman, David	10	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
3.	27973	Ackerman, Stan	10	100	AGHS1	03/13/2015	06/01/2015	56.00	-56.00	0	206
4.	1000036	ADAMS, Wanda	9	100	AGHS1	06/01/2014	04/28/2015	238.00	238.00	0	24
5.	2011235	Aker, Pearl EF	12	100	AGHS1	10/06/2014	06/01/2015	171.00	171.00	0	12
5.	2011235	Aker, Pearl EF	12	100	AGHS1	06/18/2014	10/06/2014	79.00	78.00	0	12
6.	2011171	Allen, George EF	11	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
7.	1000027	ALLEN, Ivan	9	100	AGHS1	06/01/2014	05/05/2015	243.00	243.00	0	19
8.	32879	Allred, Kathleen N	10	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
9.	36494	Alu, Anthony JH	10	100	AGHS1	10/20/2014	06/01/2015	161.00	161.00	0	0
9.	36494	Alu, Anthony JH	9	100	AGHS1	06/01/2014	10/20/2014	101.00	101.00	0	0
10.	42765	Anamosa, Erin DISTRICT	10	100	AGHS1	06/06/2014	06/01/2015	258.00	258.00	0	4
11.	30201	Anamosa, Paul DISTRICT	11	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
12.	38642	Andersen, Apaulo J	9	100	AGHS1	03/06/2015	06/01/2015	61.00	61.00	0	201
13.	41656	Anderson, Erik JH	11	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
14.	39204	Anderson, Jay V	11	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
15.	38349	Anderson, Justin W	9	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
16.	38594	Anderson, Nancy EF	9	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
17.	1000011	ANDERSON, Timothy	9	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
18.	42782	Andrews, Samantha Lynne	9	100	AGHS1	08/18/2014	06/01/2015	206.00	206.00	0	56
19.	42420	Aniston, Jennifer KS	11	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
20.	37200	Ashcroft, Michael EF	9	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
21.	34701	Attridge, Jordan EF	9	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
22.	42780	August, Trudy	9	100	AGHS1	04/30/2015	06/01/2015	22.00	22.00	0	53
22.	42780	August, Trudy	9	100	AGHS1	08/08/2014	04/27/2015	187.00	187.00	0	53

<b>Total:</b>	5189.00	5073.50	0	575
<b>Average:</b>	19.81	19.36		



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# Homeroom/ Teacher Folder Numbers



# HomeRoom/Teacher Folder Numbers

- Each teacher assigned to students needs to have a Teacher Folder Number assigned to them.
  - Staff -> Staff Information -> StatePrID

 StatePrID	8746912
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# Questions??